

Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division
Hall of Records Commission

NOTED

SCHEDULE
NO. 427PAGE
NO. 1 only

1. Requesting Agency

WORKMEN'S COMPENSATION COMMISSION

2. Division or Bureau of Requesting Agency

(Supersedes #269
and #360)

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☐ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☒ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1	<p>CLAIMS FOLDERS</p> <p>Dates: 1914...;</p> <p>Quantity: At Hall of Records: 1914-1931 (on microfilm) 1932-1941: Destroyed At State Record Center, Baltimore: 1942-1955 In Commission offices: 1956...</p> <p>File Arrangement: Numerical by claim number</p> <p>Annual Accumulation: 80 cubic feet</p> <p>Index: See Item 2, Sched. 360</p> <p>The Claims Division processes all claims for awards for workmen's compensation which are not contested. After the claim is completely processed, the folder contains the following documents:-</p> <p>Employer's First Report of Injury Employee's Claim for Compensation Surgeon's Report Certification of Insurance</p> <p>Folder also contains one and frequently more than one of the following documents:-</p> <p>Notice to Employer and Insurance Carrier of Employee's Claim Award of Compensation---temporary, total, and permanent partial " " " ---permanent " " " ---temporary total</p> <p>Supplemental Award of Compensation Application for lump-sum payment Correspondence Statement of Compensation Paid (Item 9, Sched. 359)</p> <p>In cases of death the following Compromise Agreement forms are used:-</p> <p>Proof of Death - Physician Proof of Death - Undertaker Claim for Compensation by Widow or Dependents</p>	(continued)

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Date

Archivist

Date

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE

NO.

427

PAGE

NO. 2

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

1 (cont.)

Claims which are contested are forwarded to the Hearing Division for processing. Claims folders for hearing cases contain the same records noted above for uncontested claims, plus material added as a result of the hearing and of appeals when made. This additional material includes:-

Decision of Court, WCC orders resulting from court decisions
Correspondence, including form letters
Transcribed hearing reporters' notes

RECOMMENDATION: RETAIN PERMANENTLY; RETAIN IN COMMISSION OFFICES
FOR FIVE YEARS, THEN MICROFILM AND DESTROY ORIGINALS.
RETAIN MICROFILM PERMANENTLY.